

Name of Policy: Admission Criteria for Outpatient Addiction Services			
Policy Number: 3364-160-SD-145		Effective date: September 2026	
Approving Officer: Chief Executive Officer		Original effective date: February 1, 2018	
Responsible Agent: Medical Director, Department of Psychiatry Administrative Director			
Scope: Outpatient Clinic - Psychiatry			
Key words: admission, addiction, eligibility, screening			
	New policy proposal	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Individuals seeking services for substance use treatment in the psychiatric outpatient clinic will meet specific admission criteria.

(B) Purpose of policy

To ensure individuals receive the specific services needed.

(C) Procedure

- (1) Potential patients will be screened for eligibility at first contact.
- (2) After screening is complete, patient will either be scheduled for an assessment for outpatient services or referred for possible inpatient admission.
- (3) Patients will be thoroughly assessed by a licensed clinician.
- (4) Providers shall determine level of care by conducting a diagnostic assessment and multi-dimensional assessment utilizing the American Society of Addiction Medicine criteria, also known as the ASAM patient placement criteria.
- (5) When a patient is placed in or referred to a level of care other than the assessed level of care, providers shall document the rationale.

Admission Criteria for Outpatient Addiction Services

- (6) Patients are offered resource information regarding providers and services outside of the program as appropriate.
- (7) For patients seeking medication assisted treatment:
 - (a) Patients are not admitted solely for pain relief purposes.
 - (b) Patients are not excluded from services if they are not currently physiologically dependent; patients can meet mild criteria and be appropriate for services.
 - (c) A physician or designee reviews the examination performed by the licensed clinician.
 - (d) Patients are to be concurrently involved in substance use treatment with a clinical therapist in the outpatient clinic.

Approved by: /s/ _____ Daniel Barbee, MBA, BSN, RN, FACHE Chief Executive Officer _____ Date /s/ _____ Tanvir Singh, MD Service Chief, Dept. of Psychiatry _____ Date /s/ _____ Stephanie Calmes, Ph.D., LPCC-S, LICDC-CS Administrative Director _____ Date <i>Review/Revision Completed by:</i>	Policies Superseded by this Policy: • <i>None</i> Initial effective date: February 1, 2018 Review/Revision Date: December 2, 2020 November 13, 2023 September 16, 2026 Next review date: September 2029
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<i>Department of Psychiatry Administration</i>	
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